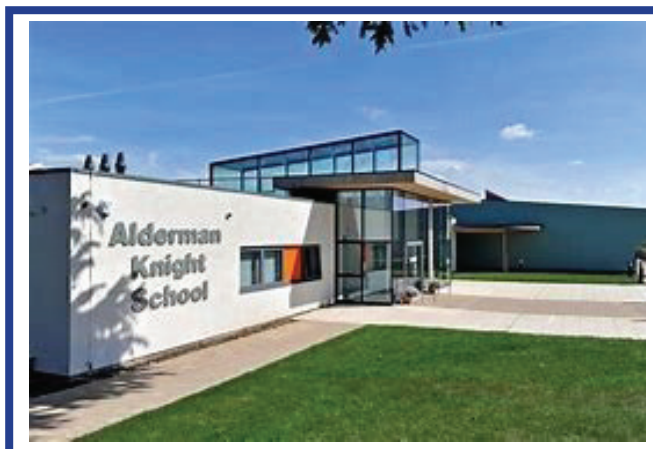
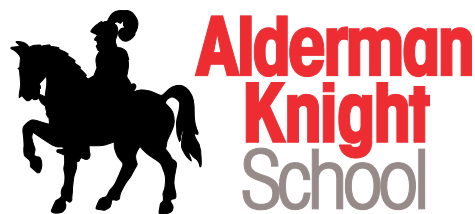


Pupil Information Booklet

Key Stage 3



Welcome

'Learning and Achieving Together'



Message from the Headteacher

Our school motto is 'learning and achieving together' and we will do everything we can to make you feel safe and happy here so that you can enjoy your learning and make lots of progress.

Starting secondary school is a big step and probably something you have been thinking about for a long time. You may be feeling a little bit anxious or worried which is quite understandable. We all feel worried when we are doing anything different or going somewhere new for the first time and we don't know much about what will happen when we get there!

So, to try and help you get to know a bit more about the school and what it is like we have put together this booklet. We have tried to answer the questions we think you might ask! However, we know we will not have answered them all but if you write them down, you can bring them with you when you come and visit which we hope will be very soon.

When you visit with your family, we will give you a tour of the school and talk to you about how we do things at Alderman Knight School. Although we are different to your primary school there will be lots of things that will be similar. Before you start in September, we will arrange for you to meet some of the other children who are joining us and some of the staff who will be looking after and teaching you.

We are absolutely delighted you are joining Alderman Knight School and we really hope that you will be very happy with us.

We look forward to seeing you soon.

Best wishes

Mrs Steel
Headteacher



What a school day will be like

The timings of the school day

8:40am	School Starts – Registration and Tutor Time
9am	Lesson 1
9:45am	Lesson 2
10:25am	Break and Snack
10:55am	Lesson 3
11:35am	Lesson 4
12:20pm	Lunch and Break
1pm	Lesson 5
1:45pm	Lesson 6
2:30pm	Tutor Time
2:45pm	School Ends



The front of school



The 'mouse' hole



Lockers

Tutor Team

Your Tutor Team will be a very important part of your time at Alderman Knight School. We will choose which tutor group to put you in and you will get to meet the staff in your tutor team before you start in September. Every tutor team has a tutor who will see you at the beginning and end of the day for registration and tutor time sessions. Your group will go around together to different lessons with different teachers. Your tutor group will also have one or more teaching assistants who will stay with the group all day and help you in every lesson.

The first people you will have for support are the adults in your tutor team and you will get to meet these staff when you come into school for the New Tutors day in July.

What happens at the start of the day?

On arrival at school, you will wait with your parents/carers or in your taxi/minibus for the staff to come out and greet you. Once it is time at 8:40am, you will come into school and into your tutor room. Staff will be around to show you where to go if you're not sure.

During registration you will:

- Make sure all your belongings are placed in your locker
- Hand in any electronic devices. These will be locked away during the school day and given back to you at the end of the day
- Attend 'Wake and Shake' and assembly during registration on some mornings of the week
- Go through any changes to your school day
- Work on developing your independence and life skills
- Take part in tutor reading and maths challenges

What do I need to bring to school?

- A refillable water bottle.
- Snack for break time or maximum bring money to spend in the tuck shop. (A maximum of two items)
- Your own pencil case if you want to. We will provide everything you need for your lessons, so you don't have to bring one.
- PE kit (when needed).
- Swimming kit (when needed).

What do I wear to school?



- White shirt or polo shirt
- Grey or black trousers, school shorts, knee length skirt, pinafore dress or school culottes.
- Black or brown smart school shoes
- Navy sweatshirt or cardigan
- If it is cold a coat should be provided to be worn outside.
- In the summer months, pupils can wear red & white gingham summer dresses or grey school shorts.

Slim fit trousers, jeans or jogging/sports trousers and trainer type shoes are not acceptable as school uniform. Please note, all uniform lists can be found on our website <https://www.aldermanknight.gloucs.sch.uk/uniform>

What happens during the school day?

School starts at 8:40am. At the start and the end of the day we have registration and tutor time. This is the same for each day of the week. After tutor time you will start your lessons at 9am. We have six 45-minute lessons spread across the day. Some lessons will be a double; these are usually for practical lessons, like Food Technology and Design Technology.

You will have lessons in the following subjects:

- English and Reading
- Maths
- Science
- Computing and IT
- Humanities (Geography and History)
- Food Studies
- Design Technology (DT)
- Drama
- Art
- Personal Social Development - including Life Skills (PSD)
- Religious Education (RE)
- Physical Education (PE)
- Music
- Enrichment

Timetable Information

We have a two-week timetable (the weeks are called Week A and Week B). Your timetable will be different in week A and week B but we will help you remember which week we are on and help you remember which lesson to go to. We do not have bells in the school so the teachers and teaching assistant will help you get to your lessons at the right time.

You will get a copy of your timetable before the start of the school year. You will have different teachers for the different subjects and will go around to different rooms for your lessons. You will go around to the different lessons with your class and the teaching assistant(s).

At the end of the last lesson, at 2.30pm, you will go back to your tutor room for tutor time. You will have time to talk about the day with your tutor, you can collect your things from your locker and your electrical device will be given back to you. At 2:45pm your tutor team will take you out to the front of school to meet your parents/carers or taxi/minibus.

What happens at break times?

Morning break is from 10:25am to 10:55am, you will have 15 minutes to eat your snack in your classroom and 15 minutes to play. There is a tuck shop which sells a small range of drinks and snacks; you can bring some money in to spend or you can bring your own drink and snack from home.

Lunch time is 40 minutes, 20 minutes to eat your lunch and 20 minutes to play. You can go outside and use our large playground and play equipment weather permitting. The MUGA (Multi Use Games Area) will be open to play football and other ball games. Also in the playground we have play and gym equipment for you to use. If you prefer not to go outside you can go to the library, which is open at break and lunchtime where you can go to read or draw quietly. You also have the option of attending a club, such as Young Voices, choir, friendship club.



Secondary Playground



MUGA



Monster Play equipment

What happens if it is wet break?

If it is raining, we do not use the playground or play equipment. Your group will be allocated a room to go to. These rooms are often your tutor room. Staff will provide activities, such as colouring or board games.

Tuck Shop is still available during Wet Break.

What happens at lunchtime?

Each morning in registration you will be asked if you are having a packed lunch or a school dinner. The school dinner menu is on a rota and usually changes 3 times a year, you will be sent a copy in advance. For school dinners, you can choose to have the main meal, a vegetarian option or a jacket potato with a filling.

For pupils having school dinners

If you have ordered a school dinner you will go to the Orange Hall to have your lunch.

You might be asked to sit at a table with pupils from different classes. There are always lots of staff on duty to help you if needed. The food will be served to you by the pupils on your table. At the beginning of the dinner service, a member of staff or a pupil will be asked to say grace. We expect everyone to use a knife and fork to eat their hot dinner.

For pupils having packed lunches

This is usually in the main hall. You might be asked to sit at a table with pupils from different classes. There are always lots of staff on duty to help you if needed. If the main hall is being used for other events then you will eat in your tutor room.

End of Lunch

All pupils will remain in the hall when they have finished eating until a member of staff informs them it is time to go.

What are Enrichment Sessions?

On a Friday in week B, we have an Enrichment afternoon. This gives you the chance to do something you would not normally do in lessons. These sessions are really fun and popular with pupils. These sessions are run by teachers within school.

Enrichment activities including:

Computer Programming	Diamond Art
School Production	Sports
Textiles	Swimming
Lego	
Drumming	



Where and when are assemblies?

There will be a morning assembly once a week during tutor time for Key Stage 3 and 4. There is a phase assembly on a Friday afternoon on week A. Each tutor group has a chance to help prepare and present an assembly to their peers.

We have Celebration Assemblies three times a year where we give out certificates, share your wonderful work and achievements you have gained, during the term. We share a video recording of this with parents.

Assemblies usually take place in the Main Hall with the various tutor groups coming together. Sometimes they may take place via Zoom in your tutor rooms.

What happens if I feel ill?

If you feel ill or hurt yourself, we have a medical room where you can go. A member of staff will look after you and if needed your parents/carers will be asked to come and collect you.

A visual tour of the school



Science Lab



Library



Food Technology Room 1



Food Technology Room 2



DT Room



ICT Suite



Garden & Poly-tunnel



Nature Area



Orange Hall



Main Hall



Secondary Corridor



Toilets & Changing Rooms

For secondary pupils you have two main toilet cubicles for boys in the Key Stage 3 and 4 corridors and one block for girls. There is an additional set of two individual toilets outside the DT room if you would prefer not to use cubicles. Near the main hall there is a changing room for boys and a changing room for girls.



Changing Rooms



Toilets

What is the House System



When you join the school, you will be put into one of the four houses: Falcon, Hawk, Osprey and Kestrel. You will be in the same house for the whole of your time at Alderman Knight School. Each House has a 'Head of House', who is the staff member who is in charge of your house. You will get to know this staff member early on in the year. There is also a House Captain who is a pupil who helps in House events, be a role model and is able to help you

You will be given House Points when teachers to reward your excellent work or behaviour. The house points given to every house are then added up every two weeks and the winning House is announced in the Friday afternoon assembly. Every Friday afternoon the pupil with the most House Points in your tutor group that week will be able to have a treat.

At the end of each term the House with the most house points will be announced and the pupils belonging to this House will be able to participate in a special end-of-term activity. Examples of such activities are:

- Ice-cream Sundae experience
- Film experience
- A trip out

Your House will also work very hard to raise money for charity. There are lots of events during the year organised by the different houses to raise money such as:

- Non-uniform days
- Cake sales
- Soak the Teacher!
- A whole school fundraising afternoon with lots of fun activities

There are six house meetings a year where you get to see the other the pupils in your house and plan events to happen.

The biggest House event is at the end of year and is our whole school Sports Day! All houses compete across the day in various activities to see who can win the Sports Cup.

At the end of year Assembly on the last day of the school year, the House with the most points for the whole academic year will be announced. The House Captain will collect the House Cup on behalf of the house. All pupils in the winning House will also be awarded medals. This trophy will then be kept on display in reception for the whole of the next academic year.

Questions and Answers...

Do I have to bring ingredients for cooking lessons?

No. All cooking ingredients for food lessons are provided by school and then charged directly to your parents/ carer through 'Parent Pay'. You will get a letter about this early in the School Year.

Will I get lots of homework?

Once you start your tutor will agree with your parents the amount of homework that you will be given.

Will my parents/carers talk to my teachers?

Yes. There are three parents' evenings throughout the year as well as some information evenings that they will be invited to. Additionally, we use an app called 'WEDUC' to provide regular updates on how you are getting on at school. If there is something more serious that happens then a staff member would phone home to discuss in more detail.

What happens if I am late for school in the morning?

Please don't worry if your taxi is late due to traffic. If you are late a member of staff will let pupils in at the main school entrance. They will let you into school and will take your dinner requests.

We hope that you have found this booklet informative.

A letter will be sent home and to your current school regarding the requirements for your transition days with us.

If you have any further questions, in the first instance please do contact Mrs Quinn via email equinn@aldermanknight.gloucs.sch.uk who will be happy to help.

Once you have started with us in September 2023, any questions should be directed to your new Tutor, in the first instance.